

# Statewide Announcement is made of the following Active Guard Reserve (AGR) Position in the Nevada Air National Guard

<b>Announcement Number:</b>	<b>14-003</b>
<b>Date of announcement:</b>	<b>25 November 2013</b>
<b>Closing Date:</b>	<b>16 December 2013</b> (All applications must be received before 1600 on the closing date)
<b>Start Date No Later Than:</b>	<b>13 January 2014</b>
<b>Position Description &amp; #:</b>	Finance Superintendent #(0967516)
<b>Duty Location:</b>	Reno, NV
<b>Unit:</b>	152d Comptroller Flight
<b>Area of Consideration:</b>	<b>Statewide*; All members of the Nevada Air National Guard</b>
<b>Grade:</b>	Enlisted, E-7/MSgt
<b>AFSC:</b>	6F071 Preferred but not required. Must be eligible to become 6F071 qualified. Failure to complete 6F071 course will result in the termination of AGR tour.
<b>Salary:</b>	Full military pay and allowances depending on rank and longevity
<b>Initial Tour Length:</b>	3 years
<b>Human Resources Point of Contact:</b>	1SG Anderson (775) 887-7391/DSN 530-7391 <a href="mailto:troy.h.anderson.mil@mail.mil">troy.h.anderson.mil@mail.mil</a>
<b>Unit Point of Contact:</b>	Lt Col Robin Tibaduiza (775) 788-9331/DSN 830-9331 <a href="mailto:robin.tibaduiza@ang.af.mil">robin.tibaduiza@ang.af.mil</a>
<b>NOTE: *Statewide means; Only current members of the Nevada Air National Guard AGR's, Technicians, Active Duty or Traditional Guard Status may apply. Applicants on Active Duty Title 10 must ETS within 90 days of closing date.</b>	

**HOW TO APPLY:**

**INTERESTED APPLICANTS MUST FORWARD THIS CHECKLIST WITH THE FOLLOWING DOCUMENTATION IN ORDER, NO BINDERS OR STAPLES PLEASE!**

1. Initial NGB Form 34-1, dated 20131111, must be complete with original signature (Available on NGB Forms) [http://www.ngbpdc.ngb.army.mil/forms/ngbf34\\_1.htm](http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm)
2. Initial Physical:
  - **AF Form 422**, Physical Profile Serial Report, (Current within 12 Months)
  - **AF Form 1042**, (Only required if announcement requires applicant to be on Flight status)
  - Medical documents which indicates a Permanent Profile higher than a "1" in any of the PULHES fields of the physical (if applicable). Medical documents for any Temporary Profiles. Selected applicant will have to fill out a DD FORM 2870, AUTHORIZATION FOR DISCLOSURE OF MEDICAL OR DENTAL INFORMATION before start date.
3. Initial All DD Form 214 (s), NGB Form 22 (s), and DD Form 215(s) covering any active duty period. **DD 214 copy must include bottom portion that identifies Separation Code. DD 214 Member 4 will have Separation Code.**
4. Initial Current AF Form 526 Retirement Point Credit Record (Guard/Reserve members only).
5. Initial Current RIP Sheet within the last 30 days (RIP must show your ASVAB scores and awarded AFSCs).
6. Initial Air Force Fitness Management System (AFFMS) printout showing a score of at least 75%.
7. Initial A memo from Security Manager showing current clearance. Must currently hold a Secret Security Clearance.
8. Initial Resume and any supporting documentation to reflect experience, training for the advertised position to include civilian degrees, and letters of recommendation.
9. Initial Last five EPRs/OPRs (if applicable). Submit a memo to the President of the Board, explaining reason(s) for any missing or not requiring of EPR/OPRs.
10. Initial Photograph:
  - Official Military Photo in Dress uniform without headgear preferred (Home Photo is acceptable). Photo in Airman Battle Uniform accepted if Service member does not have dress uniform. If not available submit memo to President of the Board explaining why you do not have a dress uniform photo (if applicable).
11. Initial Copy of Air Force Certificates of Training, to include highest PME completed, documenting military education appropriate to branch/AFSC which qualified.

12. Initial Applicants email address: \_\_\_\_\_  
(Applicants will be contacted by email or phone for interviews)

**Applications without all required supporting documents will not be considered and will not be returned. Applications received after 1600 on the closing date will not be considered and will not be returned.**

US Government postage and envelopes may not be used for submitting applications. Qualified applicants will be contacted for interviews. The Board President or Human Resource Office will contact all applicants to notify them of recommendation or non-recommendation either by phone or by memorandum. If there are three or less applicants a formal board may not be held.

Submit applications to:

**Nevada Military Department**

**ATTN: HRO AGR Branch NGNV-HR-AG**

**2460 Fairview Drive, Carson City Nevada 89701-5502**

**All applications must be received before 1600 on the closing date of this announcement. If applying for multiple job announcements you must fill out a complete packet for each announcement.**

**PRIMARY DUTIES AND RESPONSIBILITIES:**

**Major duties:** Provides technical and administrative supervision to subordinate personnel. Establishes priorities based on attainment of goals, objectives and work accomplished. Establishes policies and procedures based on regulations, IOPs, and other guidance. Assigns work to achieve maximum economy, effectiveness, skill utilization, and employee motivation. Makes assignments based on priorities, difficulty, and requirements of the assignment. Interviews candidates for positions in the unit; recommends appointment, promotion, or reassignment of subordinate personnel. Monitors and evaluates employee performance. Assists employees in reaching performance goals. Informs subordinates of agency policies and programs. Hears and resolves complaints from employees, referring grievances and more serious unresolved complaints to a higher-level supervisor or manager. Effects minor disciplinary measures such as, warnings or reprimands and recommends other actions in more serious cases. Identifies developmental and training needs of subordinates and provides and/or arranges for needed developmental training. Approves and/or disapproves leave requests. Implements, promotes, and effectively supports equal opportunity for all personnel and follows provisions of labor agreements and applicable directives pertaining to personnel management. Develops goals and objectives that integrate organizational and Financial Management Section objectives. Plans and develops work assignments, priorities and training required to effectively meet organizational and customers' needs. Establishes metrics and reviews performance indicators to assess the efficiency, effectiveness, and compliance with regulatory procedures. Evaluates requirements for additional resources and balances organizational needs with overall mission requirements and resource interests. Reviews the work and management techniques of subordinate supervisors. Directs self-assessment activities of subordinate supervisors/functions. Establishes, develops, and maintains effective working relationships with other Financial Services Branches, supported organizations, and higher headquarters. Meets with key customers and coordinating officials to assess customer satisfaction, explain organization policy and procedures, and resolve significant and/or potential problems. Plans and directs military pay, technician pay, and voucher exam (commercial accounts and travel) functions to provide all technical financial support required by the ANG supported organizations. Ensures operating procedures and controls are in place. Performs other duties as assigned.

**AFSC QUALIFICATION REQUIREMENTS:**

**6F071 preferred but not required. Must be able to become 6F071 qualified. Failure to complete 6F071 course will result in the termination of AGR tour.** Training is mandatory and made available for non-AFSC selectee on fiscal law, accounting and payment principles/procedures, contingency operations, financial management systems, and basic computer applications, pay and travel entitlements, Air Force organization, reporting requirements, analysis techniques, financial management policies, procedures and regulations, management principles and controls, budgeting principles, financial management decision support techniques, visual, oral, and written presentation techniques, and Air Force missions.

### **Mandatory AFSC Entry Requirements:**

- Aptitude General 57
- Demonstrated Weight lift of 40 lbs
- PULHES 333333

### **ADDITIONAL REQUIREMENTS:**

Knowledge of fiscal law, accounting and payment principles/procedures, contingency operations, financial management systems, and basic computer applications, pay and travel entitlements, Air Force organization, reporting requirements, analysis techniques, financial management policies, procedures and regulations, management principles and controls, budgeting principles, financial management decision support techniques, visual, oral, and written presentation techniques, and Air Force missions.

3.2. Education. For entry into this specialty, completion of high school with courses in mathematics, accounting, business law, ethics, and computer applications are desirable.

3.3. Training. The following training is mandatory as indicated:

3.3.1. For award of AFSC 6F031, completion of the basic financial management and comptroller apprentice course.

3.3.2. For award of AFSC 6F071, completion of the financial management and comptroller craftsman course.

3.4. Experience. The following experience is mandatory for award of the AFSC indicated:

3.4.1. 6F051. Qualification in and possession of AFSC 6F031. Experience in financial management such as customer service, document and voucher processing, computation, systems, funds control, reporting, reconciliation and follow-up AFECD, 30 April 2013 315

3.4.2. 6F071. Qualification in and possession of AFSC 6F051. Experience in performing or supervising activities of financial management such as customer service, financial analysis document and voucher processing, computation, systems, funds control, reporting, reconciliation and follow-up.

3.4.3. 6F091. Qualification in and possession of AFSC 6F071. Experience managing or directing financial management activities.

3.5. Other. The following are mandatory as indicated:

3.5.1. See attachment 4 for entry requirements.

3.5.2. For entry, award, and retention of this AFSC:

3.5.2.1. No record of conviction by a civilian court for offenses involving larceny, robbery, wrongful appropriation, or burglary, or fraud.

3.5.2.2. Never received nonjudicial punishment under the Uniform Code of Military Justice (UCMJ) for offenses involving acts of larceny, wrongful appropriation, robbery, or burglary or fraud as delineated in UCMJ Articles 121, 122, 129, and 132 or never been convicted by military courts-martial for these same offenses.

### **MINIMUM ELIGIBILITY CRITERIA:**

To be accessed in the AGR program, an individual must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour. Members selected for AGR tours must meet the physical qualifications outlined in AFI 48-123. Must not be under a current suspension of favorable personnel actions. Enlisted applicants who are over grade may apply, but must indicate in writing a willingness to be administratively reduced in grade when assigned to the position. Officer applicants cannot be reduced in grade to accept an AGR position. Officer applicants may not enter the AGR program in an overgrade status. The initial tour length is three years. Failure to become AFSC qualified within the specified period is grounds for mandatory involuntary separation from the AGR program. Must have sufficient time remaining (ETS) (MRD) to permit completion of tour of duty. Subsequent tour(s) will be based on authorized force structure in effect. PCS funds have been authorized if in the best interest of the government. See ANGI 36-101 for AGR accession requirements.

### **THE NEVADA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units some positions may have gender restrictions.